

49 Training

49.1 Training Overview

The Training screen (Figure 49-1) contains four (4) fields. Two of the fields are automatically populated. The other two are for recording the number of courses listed and the number of courses completed.

Note: Currently, you cannot enter certain special characters (e.g., apostrophes and semicolons) into some data boxes.

Training (Screen 1 of 1) For Official Use Only

File Edit Functions Administration Help

Organization: Date:

Courses Listed:

Courses Completed:

Figure 49-1 Training Screen

49.1.1 To Add or Create New Record



Insert
Icon

1. To add (insert) a new record, click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The system prepares the screen for you to enter the requested information.
2. Enter the requested information, then save your work.

49.1.2 To Add Multiple New Records



Cancel
Icon

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **File: Cancel**.

or

Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

49.1.3 To View or Edit Existing Record



Search
Icon

1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. When you do, a Search window (Figure 49-2) appears.

Figure 49-2 Contingency CAS Search Pop-Up Window

2. Type in the desired **Organization** (2-5 alphanumeric characters).
3. Press **Tab** or **Enter**.
4. Enter the desired **Date** (MMDDYY, MM/DD/YY or DD-MON-YYYY format).
5. Press **Tab** or **Enter**. The system "unprotects" the **Open** button.

6. Click **Open**. If a record is found, it is displayed on the Training screen where you can view, edit or delete it.

or

Click **Cancel** to close the Search window.

Note: If no record is found matching the information you entered, a pop-up window appears (Figure 49-3). Click **OK** to close the window. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.

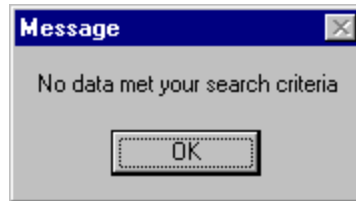


Figure 49-3 No Data Found Pop-Up Message

49.2 Training Screen 1 of 1

When the Training screen 1 (Figure 49-4) opens, you can either insert a new record (Section 49.1.1) or search for an existing one to open (Section 49.1.3). The delete procedure is explained in Chapter 6.

The screenshot shows a software window titled "Training (Screen 1 of 1) For Official Use Only". The menu bar includes "File", "Edit", "Functions", "Administration", and "Help". Below the menu bar is a toolbar with icons for file operations (disk, printer, document), navigation (left and right arrows), and other functions (magnifying glass, question mark). The main area has a yellow background and contains three data entry fields: "Organization: 49.2.1.1", "Date: 49.2.1.2", "Courses Listed: 49.2.1.3", and "Courses Completed: 49.2.1.4".

*Figure 49-4 Training Screen Fields
Note: Numbers in data boxes indicate corresponding section numbers.*

49.2.1 Fields for Training Screen 1 of 1

49.2.1.1 Organization

This data box is for the Organization code (2-5 alphanumeric characters) to be associated with this record. This is a required field. This field applies to CAO level users.

Note: If the Organization Code is not automatically populated, you must enter your own Organization Code. If you enter any other Organization Code, a message appears informing you that the Organization Code you entered does not match the Organization Code associated with the logon ID, and that you should reenter the Organization. Click **OK** to close the message.

49.2.1.2 Date

This data box is for the Date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) to be associated with this record. It is automatically populated; however, if this is not the correct date, you can change it. This date must be the same as or earlier than the current (system) date.

49.2.1.3 Courses Listed

Enter the total quantity (up to 4 digits) of courses listed on the individual development plans of all employees on-board at the contract administration office at the end of the report period.

49.2.1.4 Courses Completed

Enter the total quantity (up to 4 digits) of courses listed on the individual development plans of all employees on-board at the contract administration office that were completed at the end of the report period.